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Sent: Wednesday, November 28, 2001 6:50 PM  
To: McLoughlin, Michael P.  
Subject: Procedures



Post Irradiation Mail  
Handling...

Here is what I currently Have. Please let me know what you think and send me any changes that you suggest. I am on the hook to give PB something tomorrow

Micah

# **DRAFT**

## **Post-Irradiation Mail Handling Procedures**

This document outlines the procedures for processing first class letters that have been run through the electron beam decontamination process at Lima Ohio. Only mail that has certification from the Lima Ohio Facility is to be processed using this protocol. Initially, only letters fit into this category, however, in the near future flats that have been irradiated are expected.

This Protocol has been developed based on limited testing on both uncontaminated and "potentially" contaminated mail. It is highly likely that the procedure will be modified as production operations are begun. Please contact Roger Gibbs to obtain the latest version of this procedure.

### **Personnel Safety:**

Since all mail processed at this facility will have certification from Lima Ohio, it is assumed to be neutralized. In addition there is a substantial amount of HEPA filtration and other measures to minimize exposure to potential contamination.

All workers at this facility are required to follow current USPS procedures for personnel protection.

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### **Processing Steps:**

Each cage of mail will be processed individually. It is expected that the certification of irradiation will arrive on a per cage basis. No cages will be accepted without Certification from the Lima Ohio Facility. After completing these procedures, further documentation will be attached to the irradiation documentation and the mail will then sent to the sorting facilities.

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### **X-Ray Procedures:**

Follow the procedures outlined below for X-raying incoming mail items. If any irregular items are found, contact the Capitol Police Bomb Squad at 202-225-5151.

- 1.) Transfer certification documentation to an empty cage.
- 2.) X-ray all items and place them into the cage with the certification sheet.
- 3.) Mark the X-ray completed box and initial on the certification sheet.

### **Letter Mail Procedures:**

The following letter mail procedures will be used on all letter mail received.

#### *Sorting*

- 1.) Move the cage from X-ray to the processing room.
- 2.) Move the certification from the incoming cage to an empty cage.
- 3.) Move the mail trays one at a time from the incoming cage to the sorting hood.
- 4.) Sort out the postcards from the current tray into an empty tray inside the hood.
- 5.) Stack sorted trays in the sorting hood and in the cutting hood.

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## *Cutting/Jogging*

- 1.) Place a sorted tray of mail inside the cutting hood.
- 2.) Take a few pieces (approximately  $\frac{3}{4}$  inch) of mail and tap lightly on the table to align the bottom right corner of all letters.
- 3.) Place mail in the corner cutter and depress the cutting switch.
- 4.) Transfer cut mail to the tray to the right of the corner cutter.
- 5.) Place approximately 4 to 5 inches of mail in the jogger with the cut corner facing down in back of the jogger.
- 6.) Press the outer plunger till it lightly contacts the mail in the jogger. This prevents the mail from falling over inside the jogger.
- 7.) Close the cover on the jogger and jog for approximately 1 minute.
- 8.) At the end of the jog period, jam the outer lever to compress the mail 2 to 3 times.
- 9.) Open the jogger and remove the letter mail.
- 10.) Place the letter mail in the bin to the right of the jogger.
- 11.) When the tray to the right of the Jogger is full, remove it and place it back into the cage.
- 12.) When all trays are complete, check the "Jogging Process Completed" box and mark the time of day.
- 13.) Wrap the cage in plastic and move to the storage area.
- 14.) Move next cage into the processing area.

## **Warning System:**

A real-time detection system has been implemented in an attempt to more accurately locate and potential threat or hoax letters. The system should pick up several false alarms a day. If the red light begins to flash during a jog cycle follow the procedures outlined below.

- 1.) Shut the jogger off.
- 2.) Remove the entire stack of mail from the jogger.
- 3.) Place the mail in a ziplock bag and place the bag in the RED tray in the back of the hood.
- 4.) Vacuum out the bottom of the Jogger with the HEPA vacuum.
- 5.) Wipe all surfaces of the Jogger with a 10% bleach solution.
- 6.) Place the used cloth and gloves in the bag in the back of the hood.
- 7.) Remove the filter from the DFU, bag and mark with the date and time.
- 8.) Don a new pair of gloves, placing the used ones in the bag in the back of the hood.
- 9.) Place a new filter in the DFU and continue processing steps.
- 10.) At the end of the day contact the Capitol Police with the number of suspected mail sets.

At this time, the Capitol Police will come down at the end of the day to run hand held assays on the suspect mail. If an envelope is deemed "contaminated" or a Hoax, the Capitol Police will contact the correct authorities for further analysis.

## **Status:**

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These procedures are currently under development and as they are represent the best information available. These protocols are for internal use only and should not be distributed without proper authorization. If you have any comments or suggestions please contact Roger Gibbs.

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